

Expectations of Faculty Representatives (Site Reps)

The main function of a Site Representative is just what the name implies: To represent the members of his/her site.

The specifics of this responsibility are listed below.

The Site Representative position is one of utmost importance to KEA. A union's reason for being is to serve its membership- in order to do this the union leadership must have two-way communication with members, an operation made possible via the Site Representative. The Site Reps are members of the Representative Council which is responsible for all union policy, including local dues, by-laws, and elections. Lastly, the Site Reps are the primary union leadership at a site, and often are the first line of contact to help members with questions and problems. A main responsibility of the vice-president is to support the site reps.

Site Representatives Duties:

1) Conduct Site Meetings

These are generally short (like 10 minutes), after faculty meetings

- Give the membership info. on 'what's going on (esp. major items of KEA and district meetings)
- Invite other comments/questions/input
- Conduct a quick survey (the VP will give you the question(s) at the Rep. Council meeting)

Throughout, record member input to relay at Rep. Council meeting

2) Attend the Representative Council Meetings

(attend at least $\frac{3}{4}$ of them!)

There are about 8 Rep. Council meetings in the year

3) When requested, serve as a 'union representative' in a meeting with a member.

4) Manage voting at your site.

5) Attend yearly Site Rep. Training (typically part of the first Representative Council meeting).

6) Create a 'Call Tree' for your site.

Being elected and serving as a site representative may fulfill 'adjunct duty' for you school site. Contact the site's administrator for specifics, as sites handle this differently.

If for any reason you cannot fulfill the expectations above, it is important to let the Executive Council know so an alternate can be selected.